



CITY OF LONG BEACH

DEPARTMENT OF PLANNING AND BUILDING

333 W. Ocean Blvd. 4th fl. - Long Beach, CA 90802 - 562/570-6038 - FAX 562/570-6205

Administration

CLERK TYPIST III UNCLASSIFIED (Two Vacancies) (\$13.165 - \$18.002 an hour)

The Department of Planning and Building is recruiting to fill two full time Clerk Typist III Unclassified positions, one reporting to the Building Inspection Officer and the other reporting to the Advance/Environmental/Community Planning Officer. The positions provide general clerical support to each of the managers.

Example of duties include:

- Typing, editing and proofing of letters and documents;
- Composing routine memos and correspondence;
- Arranging meetings and scheduling appointments;
- Receiving office phone calls and taking concise messages;
- Gathering information and preparing surveys and monthly reports;
- Maintaining records and files;
- Distributing monthly reports;
- Ordering and maintaining inventory of supplies and equipment;
- Opening and distributing mail;
- Computer input, back up for secretarial and cashier duties;
- Performs other related duties as required.

Qualifications:

- Ability to deal effectively with the general public, both in person and by telephone;
- Strong written and verbal communication skills;
- Ability to work independently and manage multiple projects and priorities;
- Ability to work in Microsoft Office programs, including Word and Excel;
- Strong interpersonal skills and ability to deal with varying types of personalities;
- Ability to maintain professional conduct under pressure;
- Possess excellent work habits and a desire to become an effective team member.

This position is open to City employees and the public. To apply, please submit a resume and a letter of interest, no later 4:30 pm, Wednesday, October 27, 2004 to:

Clerk Typist III Recruitment – Planning and Building
Willie F. Miranda, Administrative Officer, Planning and Building
333 W. Ocean Blvd., 4th Floor
Long Beach, CA. 90802

EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by calling (562) 570-6038

The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at the time of hire.